

SALARY AND BENEFIT PACKAGE
ANNUAL SALARY: \$115,013.28 - \$174,081.84 (MAPP Range S14). This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary. The department head has appointment authority up to the midpoint of the range.
BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:
▪ **RETIREMENT PLAN**—The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
▪ **CAFETERIA BENEFIT PLAN**—The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, and life and AD&D insurance. (Not applicable to County employees who are currently in Flex).
▪ **SAVINGS PLAN (401K)**—Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
▪ **DEFERRED COMPENSATION PLAN (457)**—Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
▪ **FLEXIBLE SPENDING ACCOUNTS**—Employee may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
▪ **NON-ELECTIVE DAYS**—10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
▪ **HOLIDAYS**—11 paid days per year.

VETERANS CREDIT INFORMATION
Veterans Preference Credit of 10 points will be added to the final passing grade if you are an honorably discharged veteran who served in the Armed Forces of the United States:
▪ During a declared war; or
▪ During the period April 28, 1952 through July 1, 1955; or
▪ For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
▪ In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM
In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

SOCIAL SECURITY ACT OF 2004
Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-195) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

EMPLOYMENT ELIGIBILITY
Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.


REQUIREMENT information
Successful applicants will be required to complete a thorough background investigation, including a fingerprint search prior to appointment. Examples of disqualifying factors are:
▪ Any felony conviction or conviction of a misdemeanor involving moral turpitude.
▪ Job related misdemeanor convictions.

RECORD OF CONVICTIONS
A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

DISABILITIES ACCOMMODATION
All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call:

(213) 738-2057 (ADA Coordinator - Voice) (800) 897-0077 (TTY)
(800) 899-4099 (TTY) (800)735-2922 (CRS)

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

ANNOUNCES OPENINGS FOR

BUREAU CHIEF, PROBATION



Examination Number: R8633B

ANNUAL SALARY: \$115,013.28 - \$174,081.84
(MAPP Range S14)

FILING PERIOD:
October 03, 2012 – Until the staffing needs of the County have been met and is
subject to close without notice.

Posted: October 02, 2012

The Board of Supervisors

Gloria Molina.....First District
Mark Ridley-Thomas.....Second District
ZevYaroslavsky.....Third District
Don Knabe.....Fourth District
Michael D. Antonovich.....Fifth District

To enrich lives through effective and caring service

THE PROBATION DEPARTMENT

The County of Los Angeles Probation Department was established in 1903 and has since become the largest probation department in the world. With a current operating budget of under \$700 million and approximately 6,170 budgeted positions, the Department promotes public safety, ensures victim's rights, and facilitates a positive change in adult and juvenile probationers. The Department also serves all Superior Courts of Los Angeles County, and provides an extensive range of services, which include: recommending and enforcing court - ordered sanctions for probationers; operating juvenile correctional institutions, including, the detention of approximately 3,600 juvenile offenders; supervising and monitoring approximately 60,000 adult probationers and 20,000 juvenile probationers; preventing and reducing criminal activity by developing and implementing strategies from early intervention through suppression; and proactively seeking out and maximizing all opportunities to positively impact the behavior of probationers, their families, and their communities. The Department is involved with evidence - based practices. Over two - thirds of the Department's employees are engaged in some aspect of professional probation work. The Department has over 50 work locations including three juvenile halls, 19 residential treatment facilities, one day reporting center, and over 20 field services offices. The Department's headquarters are located in Downey, California.

POSITION INFORMATION

The Bureau Chief, Probation reports to a Deputy Director, Probation and is responsible for directing, managing, and evaluating the daily activities of a major operating bureau such as Adult/Juvenile Services in a given District, management services, detention services, residential treatment services, placement services, and AB 109. The position has full management responsibility for a major operating bureau and its programs, services and activities, including administrative responsibility for appropriate staffing levels, work methods, processes and procedures. The Bureau Chief, Probation is a senior management position in the department, and as such, assists in the development, implementation, and evaluation of short and long-term departmental and bureau-wide goals and objectives, programs, policies and procedures to improve program operations and the provision of services, including employee performance and accountability. Incumbents must have the ability to plan, manage and coordinate programs and administrative activities where numerous contingency factors are involved, the ability to formulate policies and procedures, as well as the ability to communicate clearly and effectively to establish and maintain effective relationships with managers, employees, representatives from public and private organizations, community groups, and the general public. Major job duties of the Bureau Chief, Probation include but are not limited to the following:

- Plans, organizes, coordinates, and manages the daily operations of a major operating bureau and associated programs, projects and services.
- Develops, monitors and evaluates bureau programs and projects, coordinating their activities and advising management staff on matters of policy and administration.
- Administers, develops, interprets, and evaluates bureau objectives, policies and procedures in accordance with department strategic goals, requirements and standards, and applicable Federal, State, and County regulations.
- Has overall responsibility for the development of the annual budget for the bureau, provides for its fiscal execution, authorizing and monitoring budget expenditures and controls including the preparation of reports.
- Plans, implements and coordinates the development of bureau policies and procedures to increase departmental efficiency, reduce administrative costs, and improve mandated services to the courts and the community.
- Assists in the formulation of departmental policies and procedures to maintain effective levels of bureau program services and assistance to the courts in the administration of justice.
- Evaluates the performance of subordinate managers in their assigned areas of responsibility against defined performance plans.
- Confers and consults with judicial personnel from various Courts, the District Attorney, Public Defender, Sheriff, Police and Fire Departments and with private organizations and civic groups regarding the interpretation of probation programs and policies.
- Participates in conferences and meetings with probation management and outside agencies and personnel in planning and implementing programs.
- Serves as a management team member to develop and implement departmental policies, procedures and programs.
- Ensures probation programs and services promote and adhere to county and department strategic plans and general management practice.
- Evaluates existing programs, services and outcomes, if necessary, recommends changes to ensure their overall effectiveness.
- Directs the development and implementation of improvements to programs and procedures.

SELECTION REQUIREMENTS

Option 1: Two years of experience at the level of a Senior Probation Director* with full administrative responsibility for the daily management of staff, resources and activities within a major diversified probation program or function, including developing, managing, and evaluating program goals, work methods, policies, personnel, and budget. **Option 2:** Five years of experience at the level of Probation Director** directing a highly diversified probation program or function. **Option 3:** Bachelor's degree from an accredited*** four year college and six years of experience acting as administrative head of a division providing human and/or social services in the field of probation, parole, or correction.

*In the County of Los Angeles, a Senior Probation Director has administrative responsibility for highly diversified probation programs or functions. Incumbents function as an operational division head responsible for all aspects of program management that require a high level of coordination, oversight and accountability.

**In the County of Los Angeles, a Probation Director act as administrative head of a large or specialized and complex juvenile institution, diversified operational unit, or has administrative responsibilities for a major probation program or function.

***Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.

NOTE: In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must submit a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing. If you are unable to attach required documents, you may fax them to (213) 380-3681 within five (5) days of filing. Please send it Attention, Naila Jahan, and include exam number and exam title.

LICENSE: A valid California Class "C" Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

SPECIAL INFORMATION: Positions in this class may be required to possess a certificate of completion of a 40-hour introductory training course on the laws of arrest under Penal Code Section 832 and the Commission on Peace Officer Standards and Training (POST) or shall obtain such certification within 90 days of appointment to the position.

PHYSICAL CLASS

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

DESIRABLE QUALIFICATIONS

- Extensive experience in planning, directing, administering, coordinating and evaluating the operations and programs related to probation services, such as detention services, residential treatment services, adult field services, juvenile field services or placement services.
- Thorough knowledge of current trends and development in the fields of probation and correction.
- Thorough knowledge of and ability to interpret and apply State, federal and local laws, and regulations affecting the activities of a Probation Department.
- Experience in planning and implementing bureau-wide policies and methods to achieve maximum operational efficiency and reduce administrative costs.
- Experience working effectively with public officials, agencies, community groups, private organizations, and various segments of the justice system.
- Demonstrated knowledge, skills, and abilities required to develop, administer and monitor the department's contracting program to increase effectiveness and efficiency and reduce administrative costs.
- Demonstrated knowledge, skills and abilities in the development and preparation of a major bureau's budget for inclusion into the overall department's budget.
- A Master's degree or higher in Public Administration, Business Administration, Criminal Justice, or closely related field.
- Excellent oral and written communication skills.

ONLINE FILING INSTRUCTIONS

Applicants are required to submit a standard Los Angeles County Employment Application **online only** to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person. Applicants must submit their applications by 5:00 pm, PST, on the last day of filing. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. **TO APPLY ONLINE, ENTER THE FOLLOWING LINK:** https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=10566BR **APPLICATION INSTRUCTIONS:** Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County. **NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record. **SOCIAL SECURITY NUMBER:** All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

ELIGIBLE REGISTER INFORMATION

The names of successful candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete in this examination more than once every twelve (12) months.

VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill vacancies in the various bureaus of the Probation Department of the County of Los Angeles.

SELECTION AND EXAMINATION PROCESS

The acceptance of your application depends on whether you clearly show that you meet the Selection Requirements. Also, please indicate how your professional qualifications meet the areas indicated in the Desirable Qualifications. FAILURE TO PROVIDE THE COMPLETE INFORMATION IN YOUR EMPLOYMENT APPLICATION MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS. Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position as it relates to meeting the Selection Requirements.

This examination will consist of three (3) components with a combined examination weight of 100%:

Component I: A proctored online written test that will assess overall critical thinking and problem solving skills weighted 25%. **Component II:** A computerized Work Styles Assessment written test that will assess Director Potential, Director Judgment, Leadership Professionalism, Deductive Reasoning; Business Acumen; Drive for Results; Building Relationships, and Self Motivation weighted 40%. **Component III:** An interview that will assess experience and the general abilities to perform the duties of the position, such as leading and managing people, managing work operations, interpersonal/communication skills, and work skills weighted 35%. All qualified candidates will be invited to take all components in the examination and must achieve a passing score of 70% or higher in the examination in order to be placed on the eligible register.

NOTE: Applicants that have taken the identical written tests for other exams (e.g., Senior Manager, CEO, Examination Number 183; Departmental Finance Manager III, Examination Number R1054A; Departmental Human Resources Manager I, Examination Number R1883B; Departmental Human Resources Manager II, Examination Number R1884B; Departmental Human Resources Manager III, Examination Number R1885D; Regional Operations Manager, Examination Number D8773M; Departmental Finance Manager, Examination Number D1053A; and Principal Application Developer, Examination Number R2526C) within the last (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test components that may be used in the future for new examinations. Your scores in this examination may be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.

Invitation letters for testing will be sent via email. Candidates who do not pass the examination will be notified by US mail. Scores cannot be given over the telephone. **WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS

- An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized version of the test by going to the following website: <http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>.